



Office of State Controller

## State Controller's Office External Organization eService Agreement

### SECTION I – EXTERNAL ORGANIZATION CONTACT INFORMATION

Organization

Street Address		City	State <b>CA</b>	Zip Code
Contact Name			Work Phone	
(First)	(M.I.)	(Last)		
Title		Work Email Address		
Name of eService				

### SECTION II – ADMINISTRATIVE AND INFORMATION SECURITY REQUIREMENTS AND STANDARDS

State Controller's Office (SCO) electronic services (eServices) (e.g., *information and data processing resources*) are made available to external organizations as part of the programs for which the SCO has responsibility. SCO is committed to providing efficient and effective eServices to its business partners and constituents that are secure, accurate and readily available. To meet these objectives, external organizations authorized to use SCO eServices shall comply with the SCO administrative and information security requirements and standards listed on the SCO External User eService and Information Use Agreement and the SCO external organization responsibilities listed below.

#### **External Organization Responsibilities**

The external organization listed in Section I of this agreement agrees to implement, enforce, and monitor compliance as follows:

1. Ensure only authorized employees or agents request access to the SCO eService listed in Section I of this agreement;
2. Ensure authorized employees or agents understand and adhere to the SCO information security requirements and standards;
3. Ensure authorized employees or agents take all reasonable and appropriate measures to protect the confidentiality, integrity and availability of the eService and information classified as confidential or sensitive by the SCO, or as requiring protection by state or federal statute;
4. Immediately report any violation of SCO administrative and information security requirements and standards to the SCO eService Administrator and SCO Information Security Officer;
5. Ensure employees or agents authorized by the organization to access the eService listed in Section I of this agreement acknowledge and sign a "State Controller's Office External User eService and Information Use Agreement" annually (See *Attachment A*). Signed user agreements shall be retained by the organization and must be made available to the SCO upon request.
6. Ensure that personal computers are secured with a password or locking device when unattended and while logged onto the SCO eService;
7. Understand that the SCO reserves the right to conduct information security compliance audits (if deemed necessary by the SCO Information Security Officer and SCO eService Administrator).
8. Ensure that the organization contact listed in Section I of this agreement authorizes organization employees or agents access by utilizing the "State Controller's Office External User eService Access Status Request" (See *Attachment B*).



Office of State Controller

## State Controller's Office External Organization eService Agreement

### SECTION III – ELECTRONIC SIGNATURE USE AND AGREEMENT REQUIREMENT

If the SCO eService listed in Section I of this agreement requires the use of electronic signatures to complete transactions, said transactions shall be conducted in compliance with the provisions of the California Uniform Electronic Transaction Act as specified in Division 3, Part 2, Chapter 2.5 §1633.1-1633.17 of the California Civil Code. The SCO and the external organization; and authorized external organizational employees, or agents, mutually acknowledge and agree to the application of an employee's, or agent's, eService individual user ID and password as an "electronic signature" as defined in statute. Both the SCO and the external organization; and authorized external organization employees, or agents, mutually acknowledge and agree to the use of electronic signatures in conducting electronic transactions and stipulate that electronic signatures have the same force and effect as an original signature.

The SCO and the external organization and external organization employees, or agents, mutually acknowledge and agree to immediately notify each other if the integrity of the processes used to facilitate electronic signatures is compromised thus affecting their confidence and reliance upon, and the validity of, electronic signatures used to conduct electronic transactions.

### SECTION IV – ORGANIZATION ACKNOWLEDGEMENT

On behalf of the organization referenced in Section I of this document I have read and understand the responsibilities stated above and will comply with the SCO administrative and information security requirements and standards listed Sections II and III (if applicable) of this agreement. I acknowledge and agree to use SCO eServices and information in accordance with the terms outlined in this agreement. I understand that failure to comply with these responsibilities may result in immediate cancellation of authorization to use SCO eServices and information or disciplinary action in accordance with applicable laws and regulations or civil and criminal prosecution in accordance with applicable statutes.

By signing this form, I am authorized to acknowledge the responsibilities of the organization referenced in Section I of this document to understand and agree to its contents and realize the penalties for non-compliance with its terms.

Legal Signature <b>X</b>	Date
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**Upon completion and signing please return originals of pages 1 and 2 of the "State Controller's Office External Organization eService Agreement" to the appropriate SCO eService Administrator. Please retain a copy for organizational records.**

**Keep and copy Attachment A and B for future usage by the organization.**



Office of State Controller

## State Controller's Office External User eService and Information Use Agreement

### SECTION I – EXTERNAL USER INFORMATION

Organization / Division, Department, Office

User Name

Work Phone

(First)

(M.I.)

(Last)

Title

Work Email Address

Name of SCO eService

### SECTION II – INFORMATION SECURITY REQUIREMENTS AND STANDARDS

State Controller's Office (SCO) electronic services (eServices) (*e.g., information and data processing resources*) are made available to external organizations as part of the programs for which the SCO has responsibility. SCO is committed to the protection of its information and resources from unauthorized access, use, modification, or disclosure. The following requirements and standards have been adopted to address the responsibilities of external organization employees, and agents, for protecting and using SCO eServices.

#### User Responsibilities

I understand that the following are my responsibilities as a user of the SCO eService for which I have been authorized access. As an employee, or agent, of an external organization:

1. I will access an SCO eService only when relevant and necessary in the ordinary course of performing my authorized official duties conducted on behalf of the organization referenced in Section I of this document. I further understand that unauthorized access, attempted access or illegal use of any computer systems and/or data of the State of California may be a public offense punishable under Section 502 of the California Penal Code.
2. I will not disclose SCO information classified as confidential or sensitive unless authorized to do so by the SCO.
3. I will immediately report any violation of SCO administrative and information security requirements and standards of the eService I am authorized to access to the SCO eService Administrator and the SCO Information Security Office.
4. I will comply with the SCO eService User ID and password requirements listed below:
  - Users must select their own password;
  - Passwords must be kept confidential;
  - Passwords must not be written down or displayed;
  - Passwords must not be loaned or shared with others;
  - Passwords must be manually entered into the authentication system;
  - Passwords must not contain personal or logon names or initials, drivers license or identification card numbers, addresses, telephone numbers, social security numbers, e-mail addresses or dictionary words;



## Office of State Controller

**State Controller's Office External User eService and Information Use Agreement**

- Report any disclosure or compromise of a password immediately to the SCO Information Security Officer and applicable SCO eService Administrator;
- Initial password must be changed when logging onto the eService for the first time and thereafter conform to the password standards applicable to the eService being utilized;
- Notify the SCO Business eService Administrator if my user ID and password should be disabled because my official duties no longer require access to the SCO eService; or, due to separation from the position with the organization referenced in Section I of this agreement;

**SECTION III – ELECTRONIC SIGNATURE USE AND AGREEMENT REQUIREMENT**

I understand and acknowledge that if the SCO eService I am authorized to utilize requires the use of electronic signatures to complete transactions, said transactions shall be conducted in compliance with the provisions of the California Uniform Electronic Transaction Act as specified in Division 3, Part 2, Chapter 2.5 §1633.1-1633.17 of the California Civil Code. I acknowledge and agree to the application of my SCO eService individual user ID and password as an "electronic signature" as defined in statute. I also acknowledge and agree to the use of electronic signatures in conducting electronic transactions on the SCO eService specified in Section I and stipulate that my electronic signature has the same force and effect as an original signature.

I acknowledge and agree to immediately notify my organization and the SCO eService Administrator if the integrity of the processes used to facilitate electronic signatures is compromised thus affecting their confidence and reliance upon, and the validity of, electronic signatures used to conduct electronic transactions.

**SECTION IV – USER ACKNOWLEDGEMENT**

I have read and understand the responsibilities stated above and will comply with the SCO administrative and information security requirements and standards listed on this form. I acknowledge and agree to use SCO eServices and information in accordance with the terms outlined in this agreement. I understand that failure to comply with these responsibilities may result in immediate cancellation of authorization to use SCO eServices and information or disciplinary action in accordance with applicable laws and regulations or civil and criminal prosecution in accordance with applicable statutes.

By signing this form, I acknowledge that I have read, understand and agree to its contents and realize the penalties for non-compliance with its terms.

Legal Signature <b>X</b>	Date
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--- To be retained by the authorizing organization listed in Section I of this agreement. ----



## Office of State Controller

## State Controller's Office External User eService Access Status Request

## SECTION I – EXTERNAL ORGANIZATION INFORMATION

Organization

Street Address

City

State

CA

Zip Code

Name of SCO eService

## SECTION II – User Access Status Requested

(Please Print or Type)

#1

User Name

Work Phone

(First)

(M.I.)

(Last)

☐ Add Access
 ☐ Delete Access

Work Email Address

To the following user roles:

☐

(- Place roll description here. -)

☐
☐
☐

#2

User Name

Work Phone

(First)

(M.I.)

(Last)

☐ Add Access
 ☐ Delete Access

Work Email Address

To the following user roles:

☐

(- Place roll description here. -)

☐
☐
☐

#3

User Name

Work Phone

(First)

(M.I.)

(Last)

☐ Add Access
 ☐ Delete Access

Work Email Address

To the following user roles:

☐

(- Place roll description here. -)

☐
☐
☐

Organization Contact

Work Phone

(First)

(M.I.)

(Last)

Title

Work Email Address

By signing this form, I warrant that the above listed individuals are authorized employees or agents of the organization listed in Section 1, and that the organization has a signed "State Controller's Office External User eService and Information Use Agreement" on file for each.

Legal Signature

X

Date